

POSITION GUIDE
NONAPPROPRIATED FUNDS

Title: Custodial Worker Supervisor
FLSA: Non-Exempt

Pay plan/Series/Level: NS-3566-02

Citations: US OPM FWS JGS, Custodial Worker, 3566, 9/68.
US OPM FWS JGS, Supervisor, 12/92.

Supervisory Controls: Works under the direction of the Executive Housekeeper or higher level supervisor, who provides general instructions, standard procedures, overall priorities and policies, and relies on the incumbent to control work operations and accomplish an adequate quantity and quality of work. Work is reviewed for efficient and economical accomplishment of duties within established priorities and controls.

Major Duties: Supervises workers directly and through subordinate leaders and shift supervisors in accomplishing housekeeping functions. Oversees the housekeeping responsibilities involved with the cleaning of rooms, corridors, stairways, and common areas; and the availability, use and storage of housekeeping supplies and equipment. The occupation and non-supervisory grade level that best reflect the nature of the overall work operation supervised is Custodial Worker, NA-3566-02.

Planning: Plans the use of workers, equipment, facilities, and materials on a day-to-day, project-by-project and on a week-to-week and month-to-month basis. Establishes deadlines, priorities, work sequences and plans work assignments based on general work schedules, methods and policies set by superiors. Coordinates work with supporting or related work units controlled by other supervisors. Determines the number and types of workers needed to accomplish specific projects; redirects individual workers and resources to accomplish unanticipated work. Informs higher level supervisors of the need to revise work schedules and re-estimates labor and other resource needs. Participates with superiors in initial planning of current and future work schedules, budget requests, staffing needs and estimates.

Work Direction: Investigates work related problems such as excessive costs or low productivity and determine causes. Implement corrective actions to resolve work problems. Recommends solutions to staffing problems, engineering requirements, and work operations directed by other supervisors.

Administration: Supports and explains management programs to subordinates. Determines training needs and arranges for accomplishment of same; sets performance standards and makes formal appraisals of subordinates. Initiates recommendations for promotion or reassignments. Explains new work techniques. Investigates grievances and complaints, resolves them informally and notifies superiors of those of a serious nature. Assures safety and housekeeping practices are observed. Maintains work reports and records. Plans and establishes overall leave schedule.

Evaluation Statement: Title and series determination: The non-supervisory work of the section which best reflects the overall nature of the work operations supervised is Custodial Worker, 3566. Since this job involves the supervision of employees engaged in trades and labor work and meets the coverage of the Job Grading Standard for Supervisors, the title and series assigned to this position is Custodial Worker Supervisor, NS-3566.

Grade Determination: This job involves the supervision of employees engaged in trades and labor work and thereby meets the coverage of the Job Grading Standard for Supervisors.

Factor I. - Nature of supervisory responsibility. The incumbent carries out supervisory responsibilities that match those described for Situation #2.

Factor II. - Level of work supervised. NA-02.

Factor III. - Scope of work operations supervised. Subfactor A, Level A-1, 30 points; Subfactor B, Level B-1, 25 points; Subfactor C, Level C-1, 5 points. Total points = 75 = Level B.

Applying the Situation #1 Grading Table, the combination of grade, NA-2 as the level of work supervised and Level A as the scope of work operations converts to NS- 02 as the final grade.